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Los Alamos NATIONAL LABORATORY EST. 1943

Environmental Stewardship—
Environmental Characterization and Remediation

Standard Operating Procedure

for

Sample Control and Field Documentation

☑ NES Approved

Responsible Division Leader: Doug Stavert	Signature & Date Roland W. Hille 12/20/05 RDL Designee
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SOP-01.04, R6

Revision Log

Revision No.	Date	Prepared By	Description of Revisions	Affected Pages
0	4/23/91	P. Fresquez	New Procedure	All
1	1/5/93	E. Davidson		
2	5/5/91	J. Slater		
3	11/15/95	N. Ness		
4	8/30/01	Felicia Aguilar	Revise to document process as it is currently implemented.	All
ICN1	4/18/02	Felicia Aguilar	Interim Change Notice to update process for requesting field sampling paperwork and attach new examples of paperwork.	All
5	12/12/05	Felicia Aguilar	Incorporates all ICN 1 changes	All
-	4/28/04	Felicia Aguilar	Reviewed and deemed adequate	All
6	11/30/05	Felicia Aguilar	Updated organizational references, incorporates ICN changes, clarified training requirements, updated SLC attachment, and SOP reference in other attachments. Read training is required for the revised version of this document; if classroom training has previously been taken and it is documented, it is not necessary to redo classroom training.	All

Sample Control and Field Documentation

Table of Contents

List of Acronyms and Abbreviations

COC	chain of custody
ECR	Environmental Characterizaton and Remediation Group
EDS	employee development system
ENV	Environmental Stewardship Division
ER	Environmental Restoration
ERS	Environmental Remediation and Surveillance Program
FTL	Field Team Leader
HAZWOPER	Hazardous Waste Operations & Emergency Response Training for General Site Workers
Laboratory	Los Alamos National Laboratory
POC	point of contact
PPE	personal protective equipment
PL	Project Leader
PRS	potential release site
QA/QC	quality assurance/quality control
QII	Quality Integration and Improvement
QP	quality procedure
SCL	sample collection log
SCR	screening sample
SMO	Sample Management Office
SOP	standard operating procedure
SSHASP	site-specific health and safety plan

Sample Control and Field Documentation

1.0 PURPOSE

This standard operating procedure (SOP) states the responsibilities and describes the process for documenting the traceability of samples collected for the Los Alamos National Laboratory (the Laboratory) Environmental Stewardship (ENV) Division—Environmental Characterization and Remediation (ECR) Group using sample control and field documentation, specifically, container labels, Sample Collection Logs, Chain of Custody (COC)/Request for Analysis forms, and Daily Activity Log forms or field notebooks. This procedure integrates the criteria of the "Environmental Stewardship—Environmental Characterization and Remediation Quality Management Plan," hereinafter referred to as the Quality Management Plan (QMP).

2.0 SCOPE

Participants shall implement this procedure when collecting samples for ECR.

2.1 All **participants** shall implement this mandatory SOP when documenting the traceability of samples collected for the Environmental Restoration (ER) Project .

2.2 **ENV/ECR participants** shall use this SOP in conjunction with DI-4.11, Completing the Sample Management Office (SMO) Analytical Order and Field Paperwork Request.

2.3 **Subcontractors** performing work under the ENV/ECR quality program shall follow this SOP for documenting the traceability of samples collected for the ER Project.

3.0 TRAINING

3.1 **Participants** shall train to (e.g., read and/or attend a class) and use the current version of this SOP; contact the author of this SOP if the text is unclear.

3.1.1 Participants who provide oversight for sampling activities shall complete read training on this SOP.

3.1.2 Participants who collect samples and complete and sign sample collection logs shall complete read training and attend classroom training on this SOP. Contact the ECR training specialist to schedule classroom training.

3.1.3 Participants who request sampling paperwork from the SMO shall complete read training of DI-4.11, “Completing the SMO Analytical Order and Field Paperwork Request.”

3.2 **Participants** using this SOP shall document training in accordance with QP-2.2, “Personnel Training Management,” using the training documentation link at the end of this document if they possess a CRYPTOCard and administrative authority to the Laboratory, employee development system (EDS), or using the Training Documentation Form located in the forms section of the ENV-ECR web page.

3.3 The responsible **project leader** (PL) shall monitor the proper implementation of this procedure.

3.4 The responsible **team leader** shall ensure that the appropriate personnel complete all applicable training assignments.

3.5 Participants may request any needed assistance with implementation of this procedure from the ECR Quality Integration and Improvement (QII) team.

4.0 DEFINITIONS

4.1 *Site-specific health and safety plan (SSHASP)*—Health and safety plan that is specific to a site or ECR-related field activity approved by an ECR health and safety representative. This document contains information specific to the project, including the scope of work, relevant history, descriptions of hazards by activity associated with the project site(s), and techniques for exposure mitigation (e.g., personal protective equipment [PPE]) and hazard mitigation.

4.2 *Standard operating procedure (SOP)*—A document within ENV-ECR that describes work processes governed by the “Quality Management Plan.”

4.3 *Chain of custody (COC*)—The procedural steps to ensure the traceability of a sample from its initial collection to its final disposition. A sample is in one's custody when one or more of the criteria listed below are satisfied:

- The sample is in one or more of the field team members' physical possession,
- The sample is in one's view after being in one's physical possession, or,
- The sample is in a locked or secured area (accessible only to authorized personnel) and maintained in a manner that would make any tampering evident.

Documentation of these criteria provides evidence that the COC was maintained. The Field COC form documents the traceability of the sample and the sample location.

4.4 *Technical team members*—The individuals working on the project.

4.5 *Field team members*—Those authorized individuals present at a sampling site during sample collection. Their presence at the site must be documented. This is done with site access lists or sign-in sheets that are kept outside the exclusion zone. The documentation is required through Hazardous Waste Operations & Emergency Response Training for General Site Workers (HAZWOPER). In the case of an emergency the Field Team Leader (FTL) must know who is on site.

4.6 *SMO application*—The software used to generate field paperwork and electronic files.

5.0 RESPONSIBLE PERSONNEL

The following identifies the personnel responsible for actions in this procedure:

- Data Management Staff
- ENV/ECR participants (hereinafter referred to as “participants” or “users”)
- Field Team Leader or designee
- Field Team Member
- Participants
- Project leader
- Quality program project leader
- Sample Management Office Staff
- Team leader
- Users

6.0 BACKGROUND AND PRECAUTIONS

6.1 Use this procedure in conjunction with an approved SSHASP.

6.2 All work performed for the ER Project must be thoroughly and accurately documented. Sample control and field documentation are necessary to document the work performed in the field, to ensure traceability and defensibility of resulting data, and to be legally defensible. Lack of complete documentation may render the fieldwork invalid.

7.0 EQUIPMENT

The list below represents the equipment necessary to complete the tasks defined in this procedure.

- Computer
- Compatible printer

8.0 PROCEDURE

Deviations from SOPs are made in accordance with QP-4.2, Standard Operating Procedure Development and documented in accordance with QP-5.7, Notebook Documentation for Environmental Restoration Technical Activities and/or SOP-01.01, “General Instructions for Field Investigations.”

Users of this SOP may reference Attachment A for a process flow chart of this procedure.

8.1 Perform Request Notification

8.1.1 The **user** shall notify the SMO and Data Management by completing and submitting the SMO Analytical Order and Field Paperwork Request spreadsheet according to DI-4.11.

8.1.2 The user shall notify the SMO and Data Management staff at least two weeks, and preferably 30 days, before beginning fieldwork of the required number and types of samples and types of analyses.

Note: this 14–30 day notification allows the SMO to ensure adequate analytical laboratory capacity for the requested analyses and turnaround times, allows Data Management to generate draft sampling paperwork, and allows the user to review the draft sampling paperwork for final printing.

Note: This spreadsheet also documents any special instructions or requests. Contact the Data Management staff if questions arise while completing the SMO analytical order and Field Paperwork, Request spreadsheet.

8.2 Generate Sample Control and Field Documentation

8.2.1 The **Data Management staff** shall generate the draft paperwork.

8.2.2 The **SMO staff** shall generate the order templates.

8.2.3 The **user** shall review the draft-sampling paperwork or summaries, either approving for final printing or coordinating with the Data Management staff to correct problems.

8.2.4 The **SMO staff** shall perform the following actions: 1) print the approved paperwork, 2) pull the containers needed, and 3) provide the sampling kits to the user.

8.2.5 While collecting samples, the **FTL or designee** shall complete all the blank fields in the Sample Control and Field Documentation.

8.2.6 The **FTL or designee** shall correct the planned values by filling in the "as collected" spaces, based on field observations. If the planned values are accurate, the **FTL or designee** shall write in "OK" in the "as collected" spaces.

Note: To fill in multiple spaces, an "OK" with an arrow below it through the spaces that are accurate is acceptable.

8.2.7 The **FTL or designee** shall ensure that sample labels (Attachment B) that provide information regarding the samples are affixed to the sample containers before or immediately following the sampling activity.

8.2.8 The **FTL or designee** shall ensure that the blank fields are completed; these include Date and Time of sample collection and the Field Point of Contact (POC).

Note: Each label includes the following information:

- Location: A unique number that allows the entry of location information into the ER Database.
- Container Code: The type of container assigned to this sample.
- Special Instructions: Special instructions requested of the laboratory.
- Date, Time: Date and time of sample collection.
- Sample ID: Sample identification number and container number for each sample in a shipment.
- Analysis: Analytical method requested for type of contaminant for which the sample is analyzed.
- Preservative: Type of preservative needed for a particular analysis (e.g., ice, $HN0_3$, none).
- Field POC, Initials: Printed name and initials of point of contact.

Note: The Date/Time and Field POC Initials must be completed in the field; all other fields are prepopulated based on information

provided in the SMO Analytical Order and Field Paperwork Request.

8.3 Complete Sample Collection Logs

8.3.1 The **FTL or designee** shall ensure the completion of the Sample Collection Log (SCL) (Attachment C) (i.e., recording all information pertinent to the collection of sample media on this log).

8.3.2 The **FTL or designee** shall ensure that all fields on the SCL are complete (i.e., information supplied for all fields provided).

Note: Write “N/A” (for “not applicable”) in the field as appropriate.

8.3.3 The **FTL or designee** shall record additional information, as necessary, on either an attachment to the SCL, the Daily Activity Log, or the Field Notebook, as appropriate.

8.3.4 The **FTL or designee** shall complete the SCL by signing it; this documents the collection of the sample.

8.3.5 An independent **field team member** shall review the SCL to ensure its completeness and accuracy, indicating review with an approval signature.

8.3.6 The **FTL or designee** shall submit the SCLs to SMO staff when the samples are submitted.

8.3.7 For planned but not collected samples, the **FTL or designee** shall return the SCLs and Field COC forms to the SMO with the words “not collected” written across the SCLs and Field COC forms, ensuring that all required signatures applied.

Note: Make a photocopy of the log at the SMO for the FTL records, as appropriate.

8.3.8 If collecting only field screening/measurement results

- note that the sample container(s) is not collected by lining through the container(s) and writing in "container(s) not collected";
- change the sample usage code to "SCR" to indicate a screening sample;
- ensure that all required signatures are applied; and
- list the field screening/measurement results in the field screening/measurement results section on the SCL.

Note: SCL entries include the following fields. For lookup tables or a "cheat sheet" of the allowable entries for each of the fields, go to DI-4.11:

- Sample ID: A unique identification number assigned to each sample. Do not fill in by hand or modify sample IDs. The samples IDs are unique and are not field assigned.
- Event ID and Event Name: The unique identification number and name assigned to the sampling event during its generation.
- Date and Time Collected: Date and time of sample collection.
- Potential release site (PRS) ID: The PRS associated with this sample.
- Location ID: This unique identifier allows the entry of location information into the ER database and ties the exact location with the analytical results.
- Location Type: A general location description based on the sampling event, planning document, and site knowledge. See the Location_Type lookup table for a list of allowed values.
- Top and Bottom Depth: Sample beginning and end depths in inches or feet, including the unit (e.g., depth of sample in feet, distance on the transect in feet).
- Field Matrix: Description of the sample's matrix as perceived by the field person collecting the sample. See the Field_Matrix lookup table for a list of allowed values.
- Eval Class: Formerly referred to as "media code" (based on the sampling event planning document and site knowledge), for the sample collected. See the Eval_Class lookup table for a list of allowed values.
- Sample Tech Code: The technique code for the technique used to collect the sample. See the Sample_Tech_Code lookup table for a list of allowed values.
- Field Quality Control (QC) Type: The type of quality assurance/quality control (QA/QC) sample, if not a regular sample. These include field duplicates and triplicates, field rinsates, field prepared blanks, field splits, and collocated

and performance-evaluation samples. See the Field_QC_Type lookup table for a list of allowed values.

- Composite Type: If composite samples are collected, identify the type of composite sample. See the Composite_Type lookup table for a list of allowed values.
- Field Prep: The appropriate field-preparation method applied, in the field, on the sample collected. See the Field_Prep lookup table for a list of allowed values.
- Sample Usage: The usage of the sample based on the sample event-planning document. See the Sample_Usage lookup table for a list of allowed values.
- Water Flowing: If collecting a water sample, indicate whether the water was flowing at collection time by checking "yes" or "no"; if not collecting a water sample, check "NA."
- Screen/Port Description: If collecting a water sample from a well, indicate which screen or port was sampled.
- ER SOP Followed: The number, including revision number, of the Laboratory ER SOP used for the sampling executed.
- Special Instructions: Any comments or special instructions for the sample may be preplanned or completed in the field.
- Sample Description: A description of the sample material collected.
- Sample Location Description: General description of the sampling location (e.g., borehole HDH-1 by TA-16-03, outfall samples in Mortandad Canyon, etc.).
- Field Screening/Measurement Results: The results of field screening conducted on a given sample (for example, photoionization detector or flame ionization detector readings in ppm, field high-explosive testing, negative or positive). List both the field-screening method and the measurements.
- Collected by Printed Name, Signature and Date: Printed name and signature of the person who collected the sample and the date the SCL was completed.
- Reviewed by Printed Name, Signature and Date: Printed name and signature of person who reviewed the SCL and the date the review was done.

8.4 Perform SCL Change Control

If determined, after sample and field paperwork submittal, that completed SCLs require an update, the FTL shall return to the SMO and update the original SCL, initialing and dating the change point.

8.5 Use Field COC Forms

8.5.1 The **FTL** or designee shall ensure the use of the Field COC forms (Attachment D) to document the integrity of all samples and to maintain a record of sample collection and transfer between personnel.

Note: A unique control number must appear on each Field COC. Complete a Field COC for each sample collected.

8.5.2 The **FTL or designee** shall ensure that information is supplied in all blank spaces on the Field COC form; if the space is not applicable, enter "N/A."

Note: The Field COC form contains the following information:

- Event Name: The name assigned to the sampling event during the generation of the field-sampling paperwork.
- COC ID: A unique number assigned to the individual form.
- Sample ID: A unique identification number assigned to each sample. Do not fill in by hand or modify the Sample IDs. The sample IDs are unique and not field assigned.
- Sample Order Matrix: Sample matrix description provided to analytical laboratory.
- ER Team Leader: Team Leader, or designee, as appropriate.
- FTL: The FTL responsible for collection of the sample.
- Destination: The SMO or analytical laboratory(s) within the Laboratory where samples are sent.
- Destination POC: The SMO or analytical laboratory contact.
- Container ID: The container number for each container that makes up the sample.
- Order: The analytical method requested for the type of contaminant for which sample is analyzed.
- Container Description: Volume and type of container used.
- Preservative: Type of preservation needed for the particular analysis (e.g., ice, $HN0_3$, none).

- Collected Y/N: Indicate whether the container was collected by filling in “Y” or “N.”
- Reason: Fill in the reason for not collecting a container. This is required if a container is not collected.
- Special Instructions: Additional relevant information pertaining to the samples (e.g., condition on receipt).
- Relinquished by and Date/Time: Printed name and signature of field team member transferring the possession of samples to the mobile analytical laboratory(s) or SMO, or to any other authorized person and the date and time the samples are relinquished.
- Received by and Date/Time: Printed name and signature of the individual receiving the samples and the date and time the samples are received.

Note: The individual accepting custody of a sample or set of samples must verify that all containers identified on the Field COC Form are contained in the package(s) requiring acceptance. The signature on the form acknowledges receipt of all the sample containers.

8.5.3 The **FTL or designee** shall ensure delivery of the samples to the SMO and/or other analytical laboratory(s) with completed Field COC form (i.e., inspect the forms for completeness and accuracy).

8.6 If Delivering Samples to the SMO

8.6.1 The **FTL or designee** shall ensure that all copies of the Field COC form accompany the sample(s) on delivery to the SMO.

8.6.2 The **FTL or designee** shall print his/her name and sign the Field COC Form in the “Relinquished By” block.

8.6.3 **SMO staff or other receivers** shall print their names and sign the form in the “Received By” block.

8.6.4 The **FTL** and **SMO** shall note the date and time of the transfer.

8.6.5 After the SMO acknowledges the receipt of samples by signing the form, the **FTL or designee** shall submit the form with the samples.

Note: The FTL or designee may keep a photocopy of the Field COC.

8.6.6 If samples delivered to the SMO require radiation screening for shipment to the analytical laboratory, the **FTL or designee** shall

submit the samples to the radiation-screening supplier for screening; the supplier providing the screening then sends the results to the SMO.

8.6.7 If the samples do not require radiation screening, based on historical knowledge or previous radiation screening done in the sampling area, the **FTL or designee** shall complete a Radiological Screening Data Release Form (Attachment E).

8.6.8 If the previously sampled area received radiation screening, the **FTL or designee** shall list the sample numbers previously screened within the “Reason” section of the form.

8.7 If Delivering Samples to Another Analytical Laboratory

8.7.1 The **FTL or designee** shall print his/her name and sign the Field COC form in the “Relinquished by” field, and an individual at the mobile analytical laboratory signs the form in the “Received by” field; both note the date and time of the transfer.

8.7.2 After an individual at the mobile analytical laboratory acknowledges the receipt of samples by printing his/her name and signing the form, the **FTL or designee** may keep a photocopy of the Field COC.

Note: The COC/Request for Analysis form signed off on by the mobile analytical laboratory(s) is not a completed record because, after screening is completed, the form is used again to transfer the samples back to the field team for disposal. The FTL or designee may retain a photocopy from the initial interaction with the mobile analytical laboratory(s) for his/her use only.

8.8 Use Custody Seals

8.8.1 The **FTL or designee** shall ensure the use of Custody seals (Attachment F) in order to guarantee that samples are not tampered with during transport to the SMO or shipment to the analytical laboratories.

Note: The lid of every sample container is sealed with a custody seal. Ensure that the seal securely contacts both the bottle and the lid. The sample collector initials and dates each seal.

Note: Summa canisters and silica gel containers may not require custody seals. Contact SMO personnel to verify the requirements based on the laboratory to be used. Document in field notebooks if custody seals are not used and the reason that they are not used.

8.8.2 The **FTL or designee** shall ensure delivery of the sealed sample containers to the SMO and/or to the mobile analytical laboratory(s).

8.9 Collect the Samples

Field team members shall follow applicable SOPs for media-specific sample collection; these SOPs may require adherence to special instructions or for completing additional forms.

8.10 Complete Sample Control and Field Documentation

The **FTL or designee** shall ensure the collection of all required field data and completeness of the sample control and field documentation. (If the information is "not applicable" to the project, put "N/A" as appropriate.)

Note: Do **not** destroy or discard documents even if they are illegible or contain inaccuracies that require replacement documents. Resolve any inaccuracies upon discovery by crossing through the error with a single line, correcting it on the original document, and initialing and dating the correction. If the correction is not self-explanatory, the individual must assign a number to the correction and attach a sheet to the original that fully describes the correction.

8.11 Complete Field Investigation Summaries

8.11.1 **Field personnel** shall use bound field notebooks or Daily Activity Log forms (for use in loose-leaf notebooks), in addition to the sample control and field documentation, to record all pertinent field data; this includes detailed summaries of information pertaining to the field investigation and additional field data (e.g., unusual events such as storms).

Note: If Field Notebooks are used, follow quality procedure (QP)-5.7. These notebooks are tracked documents; unique identifiers (ER Document Catalog Numbers) are assigned to the notebooks.

Note: If Daily Activity Log Forms (Attachment G) are used, paginate each sheet of the Daily Activity Log for each day (e.g., 1 of 4, 2 of 4, etc.). Entries in the Field Notebooks or Daily Activity Log forms include the following:

- Date: Month, day, and year at the start of each day and at the top of each page.
- Time: The time of each activity.
- Technical Area: Two-digit number indicating the TA in which the sampling activities are executed.

- Operable Unit: Four-digit number indicating the OU in which the sampling activities are executed.
- Site Work Plan: If applicable, include the Site Work Plan number.
- Signature: Preparer must sign the entries at the end of each day.
- Comments: Comments may include, but are not limited to the following:
  - a general description of work performed;
  - deviations from approved plans or procedures;
  - names and affiliations of all participants on site (field team members and/or visitors);
  - a description of general field conditions (such as weather) encountered;
  - problems encountered/ resolutions implemented;
  - sketches and calculations pertaining to the job;
  - supplies and equipment used;
  - when photographs are taken in the field, the time, date, location, roll identification number, frame number, general compass direction, a description of the subject matter, and the photographer's name must be recorded;
  - decontamination practices, such as the time at which decontamination is performed;
  - a description of waste generated as a result of the field investigation; and/or
  - any additional field observations pertinent to the investigation.

8.12 Perform Field Closeout

The **FTL** shall ensure that participants follow SOP-01.12, Field Site Closeout Checklist.

9.0 LESSONS LEARNED

9.1 Before performing work described in this SOP, **participants** should go to the Department of Energy Lessons-Learned Information Services home page, located at http://www.tis.eh.doe.gov/ll/ll.html, and/or to the LANL Lessons Learned Resources web page, located at

http://www.lanl.gov/projects/lessons_learned/, and search for applicable lessons.

9.2 During work performance and/or after the completion of work activities, **participants**, as appropriate, shall identify, document, and submit lessons learned in accordance with the LANL Lessons-Learned System located at http://www.lanl.gov/projects/lessons_learned/.

10.0 RECORDS

10.1 The **FTL** shall submit the following records (processed in accordance with QP-4.4) to the Records-Processing Facility:

- Field Notebooks
- Daily Activity Logs (if used)
- Chain of Custody/Request for Analysis Forms for containers delivered to laboratories other than the SMO.

10.2 The **FTL** shall submit the following records to the SMO:

- Completed SCLs and the Field COC forms for containers delivered to the SMO and for samples planned but "not collected."

10.3 The **SMO Staff** shall ensure that the following records are submitted to the Records Processing Facility:

- Sample Collection Logs and Field Chain of Custody/Request for Analysis forms for containers delivered to the SMO and for samples planned but "not collected."

10.4 The **SMO staff** shall ensure that the following record is filed as necessary:

- Sampling Paperwork Approval Form

11.0 REFERENCES

To implement this procedure properly, **participants** should become familiar with the contents of the following documents, available at http://erinternal.lanl.gov/home_links/Library_proc.shtml:

"Quality Management Plan"

DI-4.11, Completing the SMO Analytical Order and Field Paperwork Request

QP-2.2, "Personnel Training Management Process"

QP-4.4, "Record Transmittal to the Records Processing Facility"

QP-5.3, Readiness Planning and Reviews

QP-5.7, “Notebook Documentation for Environmental Restoration Technical Activities”

SOP-01.01, “General Instructions for Field Investigations”

SOP-01.12, Field Site Closeout Checklist

12.0 ATTACHMENTS

The **user** of this SOP may locate all forms associated with this procedure at http://erinternal.lanl.gov/Quality/user/forms.asp unless otherwise noted.

Attachment A: Sample Control and Field Documentation Work-Process Flow Chart (1 page)

Attachment B: Sample Labels (electronically generated) (1 page)

Attachment C: Sample Collection Log (electronically generated) (1 page)

Attachment D: Sample Field Chain-of-Custody Form (electronically generated) (1 page)

Attachment E: Radiological Screening Data-Release Form (1 page)

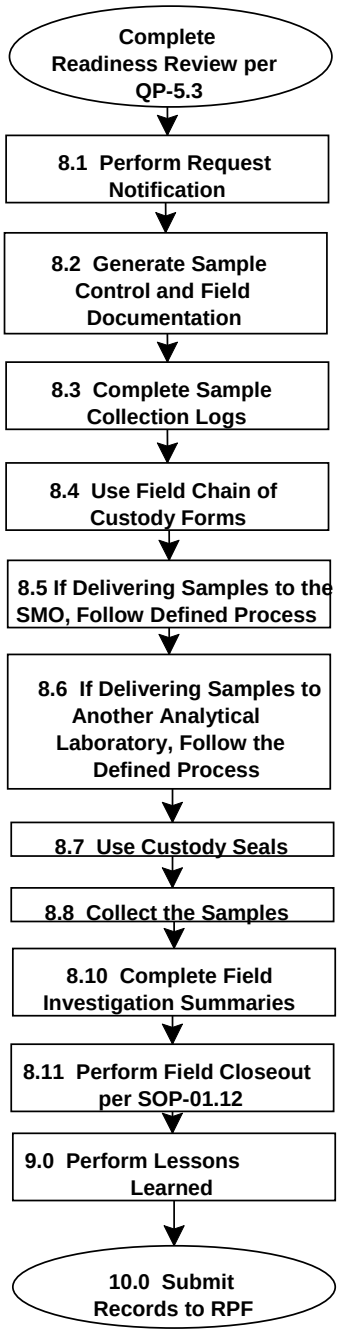
Attachment F: Sample Custody Seal (Example only) (1 page)

Attachment G: Daily Activity Log (1 page)

Using a “CRYPTOCard,” click here to record "self-study" training to this procedure.

If you do not possess a “CRYPTOCard” or encounter problems, contact the ENV-ECR training specialist.

Attachment A: Sample Control and Field Documentation Work-Process Flow Chart



Attachment B: Sample Labels

LOS ALAMOS NATIONAL LAB		LOS ALAMOS NATIONAL LAB		LOS ALAMOS NATIONAL LAB	
Location: 09-02-19548	**Date:**	**Location:** 09-02-19548	**Date:**	**Location:** 09-02-19548	**Date:**
Container Code: 500 ML AMBER GLASS	**Time:**	**Container Code:** 500 ML AMBER GLASS	**Time:**	**Container Code:** 500 ML AMBER GLASS	**Time:**
Special Instructions:		**Special Instructions:**		**Special Instructions:**	
GW09-02-44028 1		GW09-02-44028 4		GW09-02-44029 2	
Analysis: EPA:300		**Analysis:** SW-846:7196A		**Analysis:** EPA:365.2	
Preservative: NONE		**Preservative:** NONE		**Preservative:** NONE	
Field POC: Katzman, Danny		**Field POC:** Katzman, Danny		**Field POC:** Katzman, Danny	
Initials:		**Initials:**		**Initials:**	

LOS ALAMOS NATIONAL LAB		LOS ALAMOS NATIONAL LAB		LOS ALAMOS NATIONAL LAB	
Location: 09-02-19548	**Date:**	**Location:** 09-02-19548	**Date:**	**Location:** 09-02-19548	**Date:**
Container Code: 500 ML AMBER GLASS	**Time:**	**Container Code:** 500 ML AMBER GLASS	**Time:**	**Container Code:** 500 ML AMBER GLASS	**Time:**
Special Instructions:		**Special Instructions:**		**Special Instructions:**	
GW09-02-44028 2		GW09-02-44028 5		GW09-02-44029 3	
Analysis: EPA:365.2		**Analysis:** SW-846:9250		**Analysis:** EPA:376.1	
Preservative: NONE		**Preservative:** NONE		**Preservative:** NONE	
Field POC: Katzman, Danny		**Field POC:** Katzman, Danny		**Field POC:** Katzman, Danny	
Initials:		**Initials:**		**Initials:**	

LOS ALAMOS NATIONAL LAB		LOS ALAMOS NATIONAL LAB		LOS ALAMOS NATIONAL LAB	
Location: 09-02-19548	**Date:**	**Location:** 09-02-19548	**Date:**	**Location:** 09-02-19548	**Date:**
Container Code: 500 ML AMBER GLASS	**Time:**	**Container Code:** 500 ML AMBER GLASS	**Time:**	**Container Code:** 500 ML AMBER GLASS	**Time:**
Special Instructions:		**Special Instructions:**		**Special Instructions:**	
GW09-02-44028 3		GW09-02-44029 1		GW09-02-44029 4	
Analysis: EPA:376.1		**Analysis:** EPA:300		**Analysis:** SW-846:7196A	
Preservative: NONE		**Preservative:** NONE		**Preservative:** NONE	
Field POC: Katzman, Danny		**Field POC:** Katzman, Danny		**Field POC:** Katzman, Danny	
Initials:		**Initials:**		**Initials:**	

Attachment C: Sample Collection Log

Los Alamos National Laboratory
Environmental Restoration Project
Los Alamos, NM 87545

SAMPLE COLLECTION LOG

SAMPLE ID: CAPU-02-45071

EVENT ID: 102

EVENT NAME: Round 4 Pueblo Cyn Surface Water sampling

	AS PLANNED	AS COLLECTED		AS PLANNED	AS COLLECTED
DATE COLLECTED (MM/DD/YYYY):			EVAL CLASS:	WS	
TIME COLLECTED (HH:MM):			SAMPLE TECH CODE:	DC	
PRS ID:	PRS: C-00-005		FIELD QC TYPE:	NA	
LOCATION ID:	00-10241		COMPOSITE TYPE:	NA	
LOCATION TYPE:	GENERIC		FIELD PREP:	F	
TOP DEPTH (FT):	0.0000	(FT / cm / NA)	SAMPLE USAGE:		
BOTTOM DEPTH (FT):	0.0000	(FT / cm / NA)	WATER FLOWING :		YES___ NO___ NA___
FIELD MATRIX:	WS		SCREEN/PORT DESC (wells only):		
			ER SOP Followed:		

#	CONTAINER	PRESERVATIVE	ORDER	ANALYTICAL SPECIAL INSTRUCTIONS
4	250 ML AMBER GLASS	H2SO4	DOC	
5	1 L POLY	HNO3	METALS+Mo+Si GEL	
6	1 L POLY	H2SO4	NH3+PO4+NO3NO2	
7	1 L POLY	ICE	Alk+Anions+Perclorate	
8	1 GAL POLY	HNO3	AM241+GS+ISOPU+ISOU+SR90	

ADDITIONAL INFORMATION (optional): Special Instructions:

SAMPLE DESC:

SAMPLE LOCATION DESC: 00-10241

Location Description:

FIELD SCREENING/MEASUREMENT RESULTS:

COLLECTED BY: (PRINTED NAME) _____ (SIGNATURE) _____ (DATE) _____

REVIEWED BY: (PRINTED NAME) _____ (SIGNATURE) _____ (DATE) _____

Attachment D: Sample Field Chain of Custody Form

Los Alamos National Laboratory
Environmental Restoration Project
Los Alamos, MN 87545

FIELD CHAIN OF CUSTODY

EVENT NAME: Event Field Test
COC ID: 882
Page 1 of 8

SAMPLE ID: GW09-02-44028
SAMPLE ORDER MATRIX: Soil

ER TEAM LEADER:
FIELD TEAM LEADER: Danny Katzman

DESTINATION: SMO
DEST. POC:

ANALYSES REQUESTED

CONT. ID	ORDER	CONTAINER DESCRIPTION	PRESERVATIVE	COLLECTED Y / N	REASON	SPECIAL INSTRUCTIONS
1	EPA:300	500 ML AMBER GLASS	None			
2	EPA:365.2	500 ML AMBER GLASS	None			
3	EPA:376.1	500 ML AMBER GLASS	None			
4	SW-846:7196A	500 ML AMBER GLASS	None			
5	SW-846:9250	500 ML AMBER GLASS	None			

RELINQUISHED BY (printed name): (signature):	**Date/Time:**	**RELINQUISHED BY (printed name): (signature):**	**Date/Time:**
RECEIVED BY (printed name): (signature):	**Date/Time:**	**RECEIVED BY (printed name): (signature):**	**Date/Time:**

Attachment E: Radiological Screening Data Release Form

The SMO received the following samples (list samples by number) without radiological screening data.

The SMO delays shipping of these samples until radiological screening documentation arrives at the SMO.

I understand that it is my responsibility to ensure that this information arrives at the SMO in a timely manner.

If holding times are missed because screening data do not arrive, I will pick up the samples when called upon to do so.

_____
_____
_____
_____
_____
_____
_____
_____

****

The following samples (list by sample number) do not require radiological screening for the reason stated.

_____
_____
_____
_____

Reason: _____
_____
_____
_____
_____

Signature _____

Printed name _____

Telephone Number _____ Date _____

SOP-01.04,R6	**Los Alamos National Laboratory** ***Environmental Restoration***

Attachment F: Sample Custody Seal

Attachment G: Daily Activity Log

Sheet of

Date: _____

Technical Area: _____ Operable Unit: _____

Site Work Plan: _____

Signature: _____

(print name and title, then sign)

Comments: _____

SOP-01.04,R6	**Los Alamos National Laboratory** ***Environmental Restoration***